

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: City Safety Officer****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Develops safety programs in accordance with Federal and State work practices. Ensures employee safety and departmental compliance.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Educates employees by developing and presenting safety and health programs in compliance with OSHA, NIOSH, and AGCIH work practices, auditing and assisting divisional level safety and health programs, and coordinating and implementing medical health evaluations and referrals.
2	L	Ensures safety compliance by conducting asbestos inspections, coordinating repair and removal of the same through vendors, and inspecting and evaluating underground storage tanks.
3	S	Administers all maintenance tasks such as reviewing accident and incident reports to determine cause and prevention and performing employee disability management duties through physical and psychiatric medical referral.
4	S	Oversees Workers Compensation Program and Staff. Works with third party administrators (contract) and with City Attorney on unique or contested cases.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Have hygiene and or industrial experience in Workers Compensation Management and chemical handling (minimum 3 years). Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years as a Safety Technician.
Certifications and Other Requirements	Valid Driver's License, Certified Safety Professional, Associates Risk Management. May require Licensed Asbestos Management Planner, Defensive Driver Instructor National Safety Council within one year of appointment.
Reading	Work requires the ability to read OSHA standards, research studies, laboratory reports, and policies and medical reports , Workmans Compensation rules, regulations and contracts.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic algebra.
Writing	Work requires the ability to write policies and procedures, reports, and correspondence.
Managerial	Managerial responsibilities include establishing policies and procedures, training requirements, and determining procedures for chemical reduction and removal. Responsible for ADA and Workers Compensation. Coordinates claim handling with City Attorney for appeals.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures including Safety and Workers Compensation (\$4,000,000)
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees. Supervises the Workers Compensation Program and Staff.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Safety inspections, accident investigations
Sitting	F	Computer, desk work
Walking	F	Safety inspections, accident investigations
Lifting	O	Paperwork
Carrying	O	Paperwork
Pushing/Pulling	O	Chair, desk drawers
Reaching	O	Safety inspections, accident investigations
Handling	O	Paperwork
Fine Dexterity	O	Computer keyboard, telephone keypad
Kneeling	O	Safety inspections, accident investigations
Crouching	R	Safety inspections, accident investigations
Crawling	R	Safety inspections, accident investigations
Bending	O	Safety inspections, accident investigations
Twisting	O	Safety inspections, accident investigations
Climbing	R	Stairs, ladders
Balancing	R	On stairs, ladders
Vision	C	Computer, desk work, safety inspections, accident investigations
Hearing	C	Staff, supervisor, contractors, telephone
Talking	F	Staff, supervisor, contractors, telephone
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Sound meters, pumps, calibrator, air sampler, computer, Standard Microsoft Windows and Office software, OSHA software, Internet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	M
Chemical Hazards	M	Extreme Temperatures	S
Electrical Hazards	M	Noise and Vibration	M
Fire Hazards	N	Fumes and Odors	M
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	M
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Work sites

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, hearing and eye protection, work gloves, respirator

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)